

Los Alamos National Laboratory — Supplemental Instructions

Section: 4 **Administrative Matters**

Subject: 4.8 **Security**

PURPOSE: This Supplemental Instruction (SI) states Laboratory policy and outlines the general procedures for requesting escorts, badges, or security clearances for subcontractors.

POLICY: Laboratory policy states that subcontractors who require access to classified information and/or security areas of the Laboratory during the performance of a subcontract either obtain a badge and/or a security clearance or be escorted while on Laboratory property.

SCOPE: This SI applies to

- New and existing subcontracts involving classified information or materials, unescorted access to Laboratory security areas, or the generation of classified information or materials and
- New and existing subcontracts requiring Q-cleared personnel regardless of whether the work being performed is classified.

DEFINITIONS:

Security Area

A security area is a physically defined space containing classified documents, information, or material and subject to physical protection and personnel access controls including escorting uncleared visitors.

Visit

A visit is the presence of a subcontractor at the Laboratory, or at any Laboratory-sponsored event, for 30 days or less.

PROCEDURES:

Escorts

To request an escort, the requester must complete Form 864, *Official Laboratory Visitor Request (for Security Areas)*, and forward it to the procurement specialist.

Escorts are required for subcontractors when

- Access is limited to unclassified materials or areas;
- Subcontractor visits will be infrequent; and
- The subcontract is twelve months or less in duration and is unlikely to be renewed.

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PROCEDURES: (cont.)

Only individuals whose clearances are held by the Laboratory or members of the Laboratory's Protective Force may escort uncleared personnel into security areas.

Badges

To obtain a badge, the requester must complete Form 917, *Technical Area Badge Request*, and forward it to the procurement specialist. Several badges may be requested at one time by attaching a list of the subcontractor personnel requiring badges to Form 917.

Badges are required for subcontractors when the subcontractor

- Requires access to secure areas during the performance of a subcontract;
- Will be working on Laboratory property for more than 30 days; or
- Is a foreign national with approval to be on Laboratory property. (See SI 4.7, Foreign Nationals, for guidance in obtaining approval of foreign nationals.)

Expiration Date — All subcontractor badges are active for no more than one year from the date of issue. The expiration date is displayed on each badge and shall coincide with the completion date of the subcontract, not to exceed one year. Unless otherwise stated, all subcontractor badges must be returned to the Badge Office within 30 days of completion or termination of the subcontract.

Temporary Badges — To obtain a temporary badge, complete Form 864, *Official Laboratory Visitor Request (for Security Areas)*, and forward it to the procurement specialist. Temporary badges must be returned to the Badge Office at the end of each visit (see Definitions).

Temporary badges are required for subcontractors when the subcontractor

- Will be escorted while on Laboratory property or
- Will be working on Laboratory property for 30 days or less.

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PROCEDURES: (cont.)

Security Clearances

To request a security clearance, the requester must complete the following forms and forward them to the procurement specialist:

- Form 1041, *Request for Q Clearance*;
- Form 917, *Technical Area Badge Request*; and
- Form 5632.2C, *DOE Clearance Request*.

Security clearances are required for subcontractors when

- Access to classified material and/or security areas is required during the performance of a subcontract;
- Services cannot be performed outside security areas or under escort; or
- The subcontract is twelve months or more in duration.

The following information must be included in each request for a security clearance:

- What service does the subcontractor perform that require a security clearance?
- Does the subcontractor require access to classified information/materials?
- With whom will the subcontractor interact within security areas?
- How often is access to security areas required?
- Why can the services not be performed outside of security areas or under escort?

A security badge is issued upon approval of the security clearance. However, if the contract specialist determines that there will be insufficient time to obtain a security clearance between the time of application and approval, a temporary uncleared badge may be requested.

Note: If it appears that the subcontractor is under foreign ownership, control, or influence (FOCI), the requesting group must also complete BUS Form 808A (See SP 4.5, Foreign Ownership, Control, or Interest.)

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PROCEDURES: *(cont.)*

Submission Requirements

The requesting group is responsible for completing all required security access forms and forwarding them to the procurement specialist. The table below lists each type of request and identifies the security access form(s) required:

Request	Form(s) Requested
Escort or Temporary Badge	864, Official Laboratory Visitor Request (for Security Areas)
Badge	917, Technical Area Badge Request
Security Clearance	917, Technical Area Badge Request 1041, Request for Q-Clearance 5632.2C, DOE Clearance Request

Audits

The procurement specialist must forward the original security access form(s) to FSS-15 and maintain one copy in the subcontract file.

FSS-15 may, at any time, request verification of the need for subcontractor clearances on file.

Standard Phrases and Clauses

To ensure that all badges are returned at the end of the subcontract, SPC 513 must be included in all subcontracts requiring the issuance of a security clearance or badge.

RESPONSIBILITIES:

The procurement specialist must

- Ensure that no escort, badge, or security clearance is issued unless required by the subcontract;
- Ensure that no subcontract is awarded or subcontract work is initiated before all security requirements have been met;
- Ensure that subcontractors submit all the required security information;
- Forward the original security access form to FSS-15 and maintaining one copy in the subcontract file;

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RESPONSIBILITIES:

(cont.)

- Provide updated information to FSS-15 regarding changes in personnel, access needs, clearance requirements, extensions of the subcontract term, etc.;
- Ensure that the subcontractor returns all badges to the Badge Office upon completion of the subcontract; and
- Obtaining Foreign Ownership, Control, or Interest (FOCI) clearance, if applicable, for the subcontractor. (See SP 4.5, Foreign Ownership, Control, or Interest.)